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LOGISTICS SERVICES DIVISION

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I. SIGNIFICANT ACTIVITIES - FY 1978

A. Special Projects:

1. OGCR Plotter
2. Room 1D10 (TADS)

B. Executive Interest:

1. Siren/PA for DCI Vehicle
2. CCTV Network
3. Iranian Student Demonstrations

C. Special Committees/Investigations:

1. House Assassinations Committee
2. Stockwell Book Working Group

D. Exhibits/Visitations:

1. Project Outreach Exhibits
2. FAC Exhibits
3. NBC and PBS Television Crews

E. Headquarters Beautification:

1. Dead Willow Oak Trees
2. Groundskeeping Contractor

F. Office Space:

1. Outstanding Requirements (105,000 sq. ft.)
2. GSA/Mr. Steele Meeting
3. Major Renovations (NITC, IG, ORPA, DDO, OCR)

G. External Buildings:

1. East Building (First Floor)
2. [REDACTED] (Second Floor)

H. Fine Arts/Interior Design:

1. Original Art for DCI
2. Melzac Paintings
3. New Vinyl Wallcoverings
4. Upgrading/Redecoration (CHB Lobby, Ames Reception, Badge Office)

I. Other:

1. [REDACTED]
2. Courier Two-Way Radios
3. Elevator No. 12

J. Management Objectives:

1. Universal Courier Receipt
2. BSB Mini-Computer

II. EXPECTATIONS - FY 1979

- A. Restate FY 1978 Disappointments:
 - 1. Courier Training
 - 2. New CRAMS Report
 - 3. Standard Furniture Catalog
- B. Expected New Activities:
 - 1. Video Production Center
 - 2. OSR Reorganization
 - 3. DDO Reorganization
- C. Management Objectives:
 - 1. BSB Mini-Computer
 - 2. Motor Pool Training
 - 3. LSD Commo Network
 - 4. Auditorium Sound System
 - 5. ADS Handbook
 - 6. External Buildings Drawings

III. A. Significant Statistics

B. LSD Responsibilities

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OFFICE OF LOGISTICS
LOGISTICS SERVICES DIVISION
SIGNIFICANT ACTIVITIES - FY 1978

1. Special Projects:

a. Following months of delays by GSA due to contractor disputes and related problems, the installation of the OGCR plotter in the GH corridor was completed during November 1977. LSD rendered much logistical support in helping to assuage the numerous obstacles which plagued this project.

b. Similar problems were encountered in renovating Room 1D10 in order to prepare this area for the installation of the TADS computer facilities. LSD representatives were often called upon to resolve difficulties that the GSA forces were unable to surmount. This work was finally completed during May 1978.

c. In assisting other government agencies, LSD burned 45 cubic feet of voided postal stocks for the McLean Branch of the U.S. Postal Service, and approximately 1.5 million invalid U.S. Treasury checks were disintegrated through [REDACTED] LSD also continues to periodically receive classified material for destruction from the U.S. Senate.

2. Executive Interest:

a. In response to a request from the DCI Security Staff, LSD's Motor Pool procured a replacement siren and public address combination with speakers for Admiral Turner's vehicle. The new unit was installed by Motor Pool personnel with technical assistance from the Office of Communications.

b. The installation of the Closed-Circuit Television network at Headquarters was completed in February 1978. Television monitors were placed in the DCI/DDCI suites, PAO, and the North and South cafeterias.

c. A two-drawer safe file was supplied to Judge John Sirica for work related to an Agency FOIA case.

d. LSD lent support to the preparations at Headquarters for the abated Iranian Student Demonstration scheduled in early June 1978. The support included two dedicated Bluebird buses to remain on stand-by for moving protective officers as needed, chairs, and refreshments set up in the tunnel, portable toilets, ice water, and trash receptacles placed throughout the compound, and the security grills at all the entrances to the Headquarters Building inspected and found to

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Significant Activities - FY 1978

be in satisfactory working order.

3. Special Committees and Investigations:

a. Temporary space and furnishing were provided at Headquarters for the House Assassinations Committee. Similar support was given to the Stockwell Book Working Group.

4. Exhibits and Visitations:

a. Following the demise of Project Outreach, the exhibits on the first floor of Headquarters were dismantled and moved to the Central Depot for temporary storage. The U-2 exhibit was packed and returned to NPIC.

b. LSD provided assistance to numerous exhibits in the ID corridor during FY 1978. Among these were the "Black History Month," "A Cartoon History of U.S. Foreign Policy," and the "Handicapped Awareness Month" exhibits. In addition, LSD participated in several exhibits sponsored by the E.A.A.

c. Personnel services and equipment were supplied to NBC and PBS/Boston television crews as filming took place on the Headquarters compound.

5. Headquarters Beautification:

a. A GSA horticulturalist has been contacted regarding the replacement of the dead willow oak trees on the compound. It is expected that the planting of new trees will begin this fall.

b. The inadequacy of the groundskeeping services at the Headquarters compound has been a continuing source of concern to LSD. Further problems resulted from a bias protest filed against the incumbent landscaping contractor which was to become effective 1 July 1978. In the interim, and until a new contract is let, limited maintenance is being accomplished by GSA custodial forces supplemented by help from the GSA Pentagon Group Forces.

6. Office Space:

a. Outstanding requirements for office space is square feet exclusive of Project Safe. Because GSA has been unable to acquire additional space, alternative actions have

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ADMINISTRATIVE INTERNAL USE ONLY

Significant Activities - FY 1978

been undertaken in order to satisfy these needs. One classroom has been returned from OTR and the Ames Building cafeteria is being closed. These areas will be reconfigured to serve as office space. Other alternatives are being investigated for leasing external space.

b. Working with GSA has become especially difficult during the past several months as investigations of GSA operations by the FBI began. Unacceptable delays have been encountered in negotiating bids and signing contracts for maintenance work. The Director of Logistics and his Executive Officer met in May with Messrs. James Steele and Ruben Scheidt of GSA in an attempt to remedy some of these problems.

c. Major space renovations were completed for DCI/ NITC, DCI/IG, ORPA, LA Division, EA Division, and OCR. Moreover, the front offices of NFAC and DDO were upgraded. The PAO area was also reconfigured and renovated.

d. A new and larger library for OGC was provided and the 1A07 classroom was redecorated for OTR with new furniture and carpeting.

7. External Buildings:

a. Renovations to the first floor of the East Building are nearing completion with only a second coat of paint needed.

25X1 b. Replacement carpeting was installed in the second floor lobby of [redacted] in January. The cost of the carpeting was split 50-50 between the Agency and the building management.

25X1 c. [redacted] personnel were moved in December 1977 from the Ames Building to [redacted].

d. Although efforts to begin the FBIS reorganization at the Key Building have been delayed, it is expected that this project will accelerate toward the end of FY 78 or early FY 79.

8. Fine Arts Projects:

a. LSD arranged the loan of original art from some Army and Navy collections to be placed in the DCI's office in the EOB.

ADMINISTRATIVE INTERNAL USE ONLY

Significant Activities - FY 1978

b. All the paintings owned by Vincent Melzac and on loan to the Agency were rearranged on the first floor of Headquarters with professional assistance from the National Collection of Fine Arts.

c. New vinyl wall covering was applied to the elevator cores and the DCI elevator lounge on the first floor of Headquarters. The DCI elevator lounge was also redecorated.

d. Assistance was provided in selecting new lounge furniture for the front offices of ORPA, OSR, ODP, OF, and FBIS.

25X1 e. The [redacted] Building lobby, the Ames Building reception room, and the Headquarters Badge Office were upgraded and redecorated with new furniture.

9. Other Items:

25X1 a. The [redacted] was completely overhauled and upgraded in March and April of 1978.

b. Two-way radios were installed in the courier vehicles during January, allowing constant communication to all locations serviced by Agency couriers in the Washington Metropolitan Area.

c. Repair work on Elevator No. 12, which has been out of service since February 1978, began in June but is now delayed due to nonavailability of parts. Work is expected to begin again in August.

10. Management Objectives:

a. Directorate Level - OL-A-06-77-Universal Courier Receipt: Some of the first samples of the new forms were unsuitable and rejected by the Agency. Improved versions are now being produced.

b. Office Level-LSD-01-78-BSB Mini-Computer: A feasibility study of BSB operations by the Systems Analysis Branch (SAB) has been slowed somewhat by the loss of key personnel in SAB.

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OFFICE OF LOGISTICS
LOGISTICS SERVICES DIVISION
EXPECTATIONS - FY 1979

1. LSD encountered several disappointments last year in regard to anticipated accomplishments. In order to maintain a firm commitment to satisfy our expectations, LSD is reinstating the following objectives for FY 1979. This year we will apply increased efforts toward completion of these programs.

a. Courier Training Courses: Because of existing workloads, and personnel restraints, LSD was unable to schedule a sufficient number of couriers to attend internal training courses. This year we hope to coordinate this program more completely with the OL training officer in order to provide substantial attendance at all available courses for the couriers. (This will help to prepare LSD employees for positions of increased responsibility and ensure the maximum utilization of our personnel resources to provide for the future needs of the Office of Logistics.)

b. New CRAMS Program: In cooperation with the Office of Data Processing and the Systems Analysis Branch, OL, we hope to complete the development of a new computer program for the CRAMS report during FY 1979.

c. Standard Furniture Catalog: Continued coordination will be required with the Printing and Photography Division, OL for completing the compilation of a reference book listing descriptions and pictures of the types and styles of furniture which are available to our customers at no cost, within existing regulations.

2. During FY 1979 LSD will direct its efforts to, and expect positive results from the following projects:

a. Video Production Center: Room 1E62 will be redesigned and renovated for NFAC/PPG in order to provide space for housing the RCA equipment necessary to produce video tapes of various finished intelligence items.

b. OSR Reorganization: The OSR area in the 2G corridor will be redesigned into an open office landscape environment using standard GSA schedule furniture items.

Administrative - Internal Use Only

Expectations - FY 1979

c. DDO Reorganization: In order to recapture excess DDO space, a member of the Architectural Design Staff will work closely with the EUR and SE Divisions during their proposed reorganization.

3. As part of the DDA FY 1979 Management by Objective program, LSD will initiate action to complete the following projects:

a. The practicality of installing a mini-computer in the Building Services Branch area will continue to be evaluated as a replacement for the existing manual stock management system.

b. Motor Pool maintenance personnel will be scheduled to attend factory sponsored courses in order to keep abreast of the latest developments in the fields of diesel and gasoline engine maintenance and emission control devices.

c. A two-way communications network will be established within LSD, tying all support components together in one net. Such a system will supplement the existing Motor Pool and Courier communications networks.

d. The existing Auditorium sound system will be evaluated by an external contractor and upgraded as necessary in order to provide a higher level of audio performance to components using the facility.

e. A handbook of definitions and procedures for the Architectural Design Staff will be prepared in order to improve the existing verbal exchange of information between new employees and fellow staff members.

f. New master templates and thumbnail drawings for all external overt buildings will be prepared to upgrade the present templates and drawings which are in poor condition and not totally accurate.

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ADMINISTRATIVE - INTERNAL USE ONLY

LOGISTICS SERVICES DIVISION

Significant Statistics

	Oct 76 - Mar 77	Oct 77 - Mar 78	Increase or (Decrease)
1. Architectural Drawings:			
Requests Received	333	276	(17.1%)
Requests Completed	277	335	20.9%*
2. Classified Waste Disposed of (Tons):	1061	1264	19.1%
3. Carpeting (Sq. Yds):	9,207	10,722	16.4%
4. Executive Dining Room: Net Profit/(Loss)	(\$4,120.31)	\$1,028.92	
5. Courier Services:			
Miles Driven	215,488	216,376	0.4%
Number of Runs	16,260	16,890	3.9%
Average Locations	660	666	0.9%
U.S. Mail (Pcs.)	335,732 -	323,442	(3.7%)
CIA Mail (Pcs.)	1,931,742 -	1,994,818	3.3%
6. Motor Pool Services:			
Miles Driven	287,822	285,914	(0.7%)
Number of Trips	12,311	11,449	(7.0%)
Total Passengers	137,903	144,406	4.7%
7. Work Orders			
Initiated	1,409	1,567	11.2%
Completed	1,374	1,139	(17.1%)
8. Auditorium Presentations: (Average Monthly)	22	21	(4.5%)
9. Trouble Calls:	5,293	5,252	(1.3%)
10. Pneumatic Tube Traffic (Carriers):	935,109	859,049	(8.1%)
11. Overtime Hours:	20,352	24,521	20.5% ^{25X1}

*Reflects completion of backlogged requests carried over from FY 1977.

ADMINISTRATIVE - INTERNAL USE ONLY

HEADQUARTERS ENERGY CONSUMPTION

	<u>Oct 76 - Mar 77</u>	<u>Oct 77 - Mar 78</u>	<u>Increase or (Decrease)</u>
1. Electricity (kw Hrs.)	30,212,000	29,786,000	(1.4%)
2. Fuel Oil (Gallons)	818,703	985,872	20.4%

VEHICLE FUEL CONSUMPTION

	<u>Oct 76 - Mar 77</u>	<u>Oct 77 - Mar 78</u>	<u>Increase or (Decrease)</u>	
1. Gasoline (Gallons):				
Headquarters	90,889	92,432	1.7%	
	<u>10,986</u>	<u>9,795</u>	<u>(10.8%)</u>	25X1
TOTAL	101,875	102,227	0.3%	
2. Diesel Fuel (Gallons):				
Headquarters	6,408	7,800	21.7%	
	<u>10,697</u>	<u>12,467</u>	<u>16.5%</u>	25X1
TOTAL	17,105	20,267	18.5%	
COMBINED TOTAL	118,980	122,494	3.0%	

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OFFICE OF LOGISTICS
LOGISTICS SERVICES DIVISION
RESPONSIBILITIES

Metropolitan Area Functions:

1. Space planning, design and allocation.
2. Renovations and maintenance of buildings and grounds.
3. Day-to-day liaison with General Services Administration Group Forces, Headquarters Engineering Branch, and Telephone Branch.
4. Move planning and management.
5. Mail and courier service.
6. Area passenger transportation and associated vehicular maintenance.
7. Procurement and distribution of administrative supplies and equipment.
8. Classified waste disposal.
9. Logistical support and implementation of Fine Arts Commission directives.

Special Headquarters Functions:

1. X-ray inspection of all incoming mail.
2. Parking areas management.
3. Receipt and delivery of supply materials to components within the Headquarters Complex.
4. Pneumatic tube system.
5. Executive dining management.
6. Emergency control center and snow removal.
7. Auditorium (scheduling, equipment, projection technician).
8. Overseeing cafeteria, snack bars, and vending machine operations.
9. Armoring of official and Q.P. vehicles at Headquarters and at overseas locations.

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LOGISTICS SERVICES DIVISION

ACCOMPLISHMENTS 1978

OFFICE EVALUATION

LOGISTICS SERVICES DIVISION

SPACE -

DDO RECAPTURE:

EA - 5098 SF
(3164 SF for NITC, 1934 SF INDUSTRIAL
SECURITY GROUP)

EUR - 4900 SF
(2400 SF INTERNATIONAL TERRORIST
GROUP, 2500 SF NFAC)

SE - WORKING

RECONFIGURED NITC, IRG, AND PAO
SATISFIED 23,000 SF OF REQUIREMENTS

SPACE MAINTENANCE/FINE ARTS

ELEVATOR CORES

UPGRADE CHB LOBBY, AMES RECEPTION
AREA, AND BADGE OFFICE

MELZAC PAINTINGS INVENTORY AND
REARRANGEMENT (\$400,000)

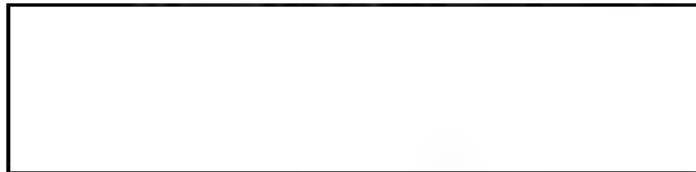
SPACE MAINTENANCE/FINE ARTS (CONT.)

EXHIBITS (BLACK HISTORY, HANDI-
CAPPED AWARENESS, ETC.)

ORIGINAL PAINTINGS FROM ARMY
AND NAVY COLLECTIONS FOR
ADMIRAL'S EOB OFFICE

AUDITORIUM - 260 PRESENTATIONS

SPECIAL SUPPORT -
PROJECT OUTREACH
VISIT OF PRESIDENT CARTER
IRANIAN STUDENT DEMONSTRATIONS



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AUTOMATION OF EDR ACCOUNTS

HIRING OF TWO LADIES FOR THE EDR

UNIVERSAL COURIER RECEIPT

SPACE MAINTENANCE/FINE ARTS (CONT.)

HOW WE REVIEW OUR OVERALL
PERFORMANCE -

CUSTOMER EVALUATIONS

LOOK TO THE FUTURE -

SPACE

GSA (CLEANING, GROUNDS, ETC.)

IMPROVE THE SOUND SYSTEM
IN THE AUDITORIUM

LOGISTICS SERVICES DIVISION

I. SIGNIFICANT ACTIVITIES - FY 1978

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- B. LSD Responsibilities
- C. LSD Organizational Chart

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OFFICE EVALUATION CONFERENCE

FROM:

C/PD/OL

EXTENSION

NO.

DATE

29 SEP 78

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/PTPS

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office Evaluation Conferences

FROM		NO.	01-8-4485
		DATE	
TO: (Officer designation, room number, and building)	DATE RECEIVED FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. C/P&PS/OL			
2.			
3.			
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